

Performance Management Program (PMP) Est. 2000		Performance Evaluation System (PES) Est. 1979	
Who's Covered?			
MSS; Excepted Service; Non-union Career Service Supervisory		Unionized career service Non-supervisory career service	
Rating Period			
October 1 – September 30		April 1 – March 31	
Rating Scale			
5 - Significantly Exceeds Expectations 4 - Exceeds Expectations 3 - Meets Expectations 2 - Needs Improvement 1 - Does Not Meet Expectations		O - Outstanding E - Excellent S - Satisfactory U - Unsatisfactory	
Planning Performance			
What? PERFORMANCE PLAN <ul style="list-style-type: none">o Review competencieso Set 3 – 5 SMART goalso Set 3 – 5 Development objectives When? <ul style="list-style-type: none">o Must be completed by Oct. 31 or within 30 days of hire. Can be modified and updated up until June 30. Who? <ul style="list-style-type: none">o Employee creates Draft Plan.o Employee and Supervisor discuss.o Supervisor approves official Performance Plan.		What? PERFORMANCE STANDARDS <ul style="list-style-type: none">o Determine critical job elementso Write Performance Standardso Discuss and document expectations When? <ul style="list-style-type: none">o Should be written at beginning of rating period (April 1 – June 30) Who? <ul style="list-style-type: none">o Employee and/or supervisor write draft Performance Standards.o Supervisor and employee discuss and approve.	
Managing Performance			
<ul style="list-style-type: none">o Mid-Year Evaluation (optional)o Ongoing feedback and “open door policy”		<ul style="list-style-type: none">o Mid-Year Evaluation (optional)o Ongoing feedback and “open door policy”	
Evaluating Performance			
What? PERFORMANCE EVALUATION <ul style="list-style-type: none">o Competencies = 40% of Performance Ratingo Goals = 60% of Performance Ratingo Employee/supervisor narrative comments (optional) When? <ul style="list-style-type: none">o Completed and approved no later than Nov. 7 How? <ul style="list-style-type: none">o Employee has approved Performance Plan in place for at least 90 days.o Employee completes Self-Evaluation (optional).o Supervisor evaluates employee, including a rating and comments for each competency and goal.o Supervisor approves evaluation and sends to Reviewer for approval (NOTE: Reviewer = Supervisor's Supervisor. If employee reports directly to Agency Director, there is no Reviewer).o Reviewer approves and signs evaluation.o Supervisor and employee discuss evaluation; supervisor and employee sign.o Every evaluation must be approved and signed by employee, supervisor and reviewer (if applicable).o Supervisor and employee keep hard copy of signed evaluation on file.o Agency HR Advisor forwards all signed evaluations to DCOP for filing in Official Personnel Folders.		What? P.O. FORM 12 ANNUAL EVALUATION <ul style="list-style-type: none">o Sub-factors ratedo Performance standards reviewedo Comments (mandatory for E and S ratings) When? <ul style="list-style-type: none">o Completed and submitted no later than June 30 How? <ul style="list-style-type: none">o Employee completes Self-Evaluation (optional).o Supervisor evaluates employee on P.O. Form 12, including narrative comments as necessary.o Supervisor sends evaluation to Reviewer for approval (NOTE: Reviewer = Supervisor's Supervisor. If employee reports directly to Agency Director, there is no Reviewer).o Reviewer approves and signs evaluation.o Supervisor and employee discuss evaluation; supervisor and employee sign.o Agency Director must sign all “Outstanding and Unsatisfactory” ratings.o Completed evaluations submitted to agency HR Advisor.o Supervisor and employee keep hard copy of signed evaluation on file.o Agency HR Advisor forwards all agency evaluations to DCOP for filing in Official Personnel Folders.	